PropertyIQ

Release notes April 2020

Version 195.0-196.1

TABLE OF CONTENTS

Table of Contents 1

Summary 2

- Control panel 2
- Reporting 2
- Building card 2
- Supplier payments 2
- Receipting 3
- Special levy function 3
- BAS Processing 3
- Settings 4
- Adjustments 4
- General 4

Detailed Screenshots 4

- Item 1 – Scheduled task to check bank account balances 4
- Item 2 – Scheduled task to update payment file status 5
- Item 8 – New validation for opening balance dates 6
- Item 13 – Changes made to Settings are now recorded in the audit trail 6

SUMMARY

CONTROL PANEL

1. **New scheduled task to check bank account balances**. There is now a new scheduled task in your control panel called "bank account balance check". This task will run at a specified time each day (early morning) to look for any inconsistencies in bank balance display across PropertyIQ. For example, if the cash book balance displays a different figure to the bank account balance on the building card. If the task identifies any discrepancies, it will automatically email the PropertyIQ support team, who are able to perform a task to fix the issue. The new task shows on your control panel and is enabled by default – you don't need to do anything. See detailed screenshot.
2. **New scheduled task to automatically update the status of a payment file.** For users of Active Banking auto uploads and downloads, there's a new scheduled task to automatically update the status of your payment files. PropertyIQ will connect with Active Banking and check for any changes to the status of your payment files. They will then automatically make any update on the Receipts>Payment files screen. This task is enabled by default and runs at a specified time (early morning). You don't need to do anything. See detailed screenshot

REPORTING

3. **Suppliers>Supplier Ledger report**. When you print supplier reports you can filter by fund – admin or sinking/reserve/maintenance/capital works. The filter wasn't working correctly but has now been fixed.
4. **Buildings>Strata roll report.** If a strata plan has a long building name it was not being fully displayed on the header of the strata roll report and is also causes contents to overlap making the report harder to read.
5. **Buildings>Strata roll report.** When printing the strata roll, if you **didn't** select to include email and phone number, it was still printing email and phone number for the tenant. This has now been fixed.
6. **Buildings>Financial Reports>Account ledger report.** When printing the account ledger report, if the supplier transaction had a long reference, text was overlapping in some instances. This has now been fixed
7. **Building card>Financial reports for a previous year.** When you've selected to print financial reports for a previous financial year and the building's opening balance date is within the same period, you will now correctly see the full financial year dates in the header of the report.

BUILDING CARD

8. **Opening balances –** The opening balance date is required to be within the current financial year but until now there has been no process to force this. There's a new validation to ensure that the opening balance date falls within the current financial year. When you enter the opening balance date, if it is not greater than the first day of the current financial year, you won't be able to proceed and will receive a warning showing the date range allowed. See detailed screenshot

SUPPLIER PAYMENTS

9. For users of Active Banking direct uploads and downloads, there are new restrictions on the editing/uploading of payment files that have already been uploaded as part of the supplier payments process to remove the risk of making duplicate payments.

   When you click *Upload*, the file will be sent to Active Banking uploads/downloads (ABDU). The status will update to *Upload in Progress* and will then progress to some of the other statuses below. Once the file has one of these statuses, you won't see the *Upload* option again.

   - Pending authorisation
   - Unknown
   - Partially authorised
   - Authorised pending balance
   - Pending accept
   - Pending posting (BPay only)

- Expired
- Deleted
- Declined
- Upload errors

You will be able to see the edit function for files with the statuses of:

- Expired
- Deleted
- Declined
- Upload errors

If the status can't be updated for any reason, the old status remains but an error message will pop up that says "Could not get latest status from Active Banking plus details of the error message (e.g. timeout). You won't be able to make any changes to a file whilst it is refreshing its status.

If PIQ can't connect to Active Banking for any reason, you'll receive a message that states "Unable to connect to Active Banking at this time. Please try again later"

When you click *Refresh* from the payment files screen, you'll see the message "*Update of Active Banking File status is in progress*. *Please wait*"

RECEIPTING

10. **Changes to auto allocation rules adjustments during .txn processing**. When auto allocating adjustments as part of .txn processing PropertyIQ will now look at the last allocation for *that bank account* with that description, rather than the previous behaviour where it looked for the last allocation for *that building* to determine how an adjustment should be allocated. This will remove the need for manual re-allocation in some instances. For example, if an adjustment is for an investment account, PropertyIQ will now look at the last adjustment for that investment account (which could be quite different to the last adjustment for the main bank account)

    Changes to the automatic GST status assigned to the adjustment during .txn processing:

    To determine the GST status of the adjustment as part of .txn processing, PropertyIQ will now look at:

    - The GST status of the schedule (or the building if it is a single schedule building). (This was already happening)
    - The GST status of the last transaction with that description. (This was already happening)
    - The GST status of the chart of accounts code allocated to the item. (This is new)

    If any of these three are not GST applicable, the GST status of the adjustment will be *Free*

    This change only affects adjustments – not other types of transactions. Note too that if the last bank adjustment had multiple line items, then these rules won't apply, and you will need to allocate the adjustment manually.

SPECIAL LEVY FUNCTION

11. A small error on the validation screen when you're generating standard levy using the special levy function and you have entered a date more than one month prior to the start of the levy period for the levy *or* one month after the end of the levy period, has been fixed. If the levy date is more than one month prior to the start of the levy period or more than one month after the end of the levy period for the levy you will now see this message.

    "levy due dates cannot be:
    More than one month prior to the start of the levy period for that levy
    More than one month after the end of the levy period for that levy"

BAS PROCESSING

12. If you're entering Wages PAYG and company PAYG figures in BAS settings, you can no longer enter a negative figure.

SETTINGS

13. The audit trail log now includes any changes that are made to Settings – this includes all settings tabs and all changes – whether global and folio level. See detailed screenshot

ADJUSTMENTS

14. **Levy Maintenance>Log of changes**. An amendment has been made to the time shown against each change. This will now show the user's local time as the time the change occurred.

GENERAL

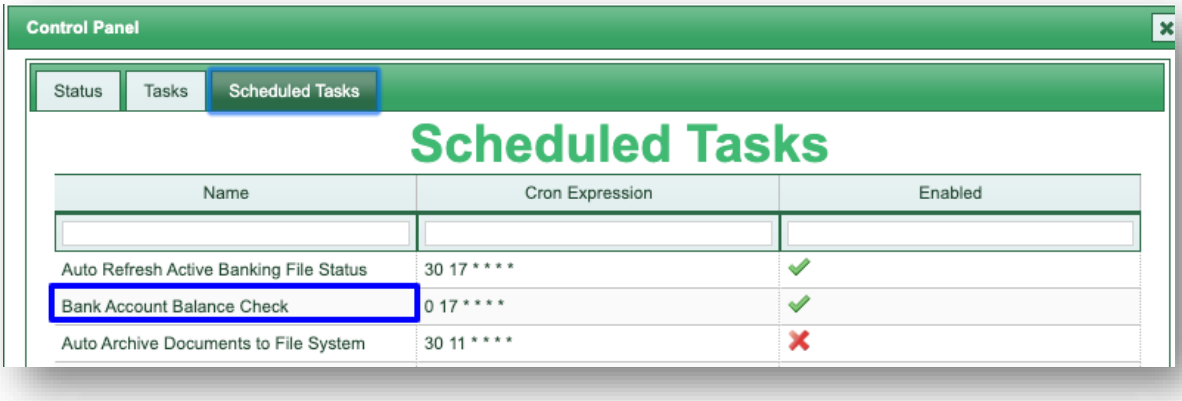
15. A small change has been made to the screen heading when you select users in the following scenarios:
    - Reporting>Management>Activity log
    - Processing>Activity log screen
    - To Do>Diary>Add subscribers (to a diary event)

The popup used to show the heading "Security". It now has the heading "Users"

DETAILED SCREENSHOTS

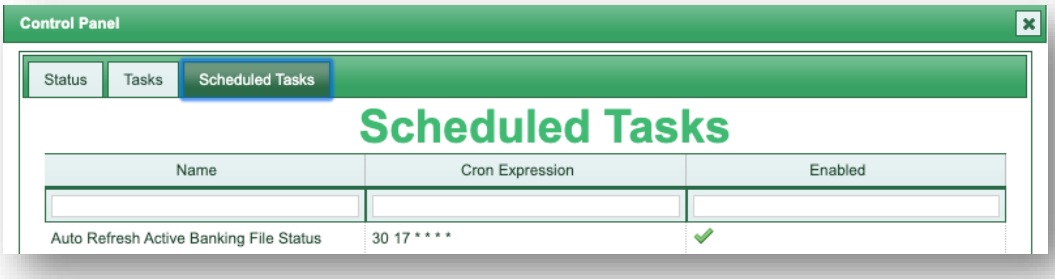
ITEM 1 – SCHEDULED TASK TO CHECK BANK ACCOUNT BALANCES

There is now a new scheduled task in your control panel called "bank account balance check". This task will run at a specified time each day (early morning) to look for any inconsistencies in bank balance display across PropertyIQ. For example, if the cash book balance displays a different figure to the bank account balance on the building card. If the task identifies any discrepancies, it will automatically email the PropertyIQ support team, who are able to perform a task to fix the issue. The new task shows on your control panel and is enabled by default – you don't need to do anything.

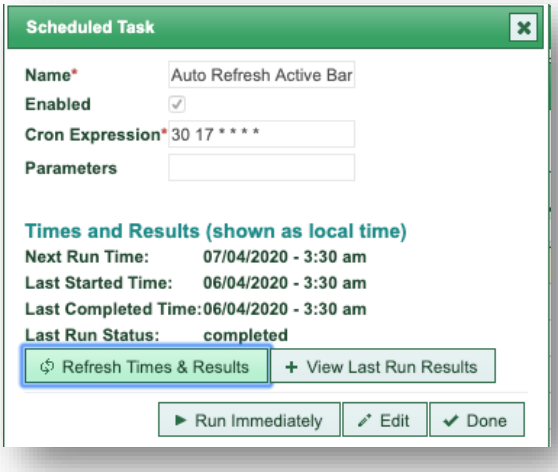


ITEM 2 – SCHEDULED TASK TO UPDATE PAYMENT FILE STATUS

For users of Active Banking auto upload/download, there's a new task that updates the status of your payment files. This task is enabled by default and will run at 4.30 am AEST.

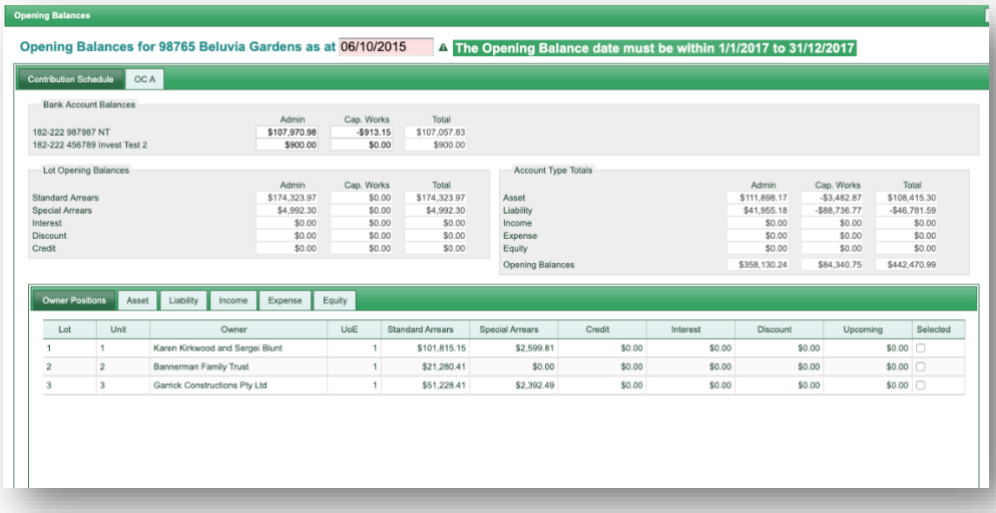


You can refresh the status of your files from the payment files screen in Supplier payments or by clicking *Run Immediately* from the scheduled task. The task looks like this:



ITEM 8 – NEW VALIDATION FOR OPENING BALANCE DATES

There's a new validation to ensure that the opening balance date falls within the current financial year. If you try to enter an opening balance date outside the current financial year of the building, you will see this message:



ITEM 13 – CHANGES MADE TO SETTINGS ARE NOW RECORDED IN THE AUDIT TRAIL

Changes made to PIQ settings are now recorded in the audit trail. This applies to all settings.